

TRAINING OPPORTUNITIES

REV 1/27/2022

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Performance Management Process (PMP)	\$0	KS Department of Administration (DofA) Visit online at: http://www.da.ks.gov/ps/training/pmp/	Online	Supervisors	This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The course also touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review.
On-going Self-Paced	Harassment Prevention Training	\$0*	KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self-Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	\$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.

On-going Self-Paced	FMLA Training for Employees	\$0*	KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee FMLA 5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.
On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	\$0*	KS Department of Health & Environment (KDHE) - Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID#	Online	All Employees	<u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. <u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. <u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	\$0*	KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.

On-going Schedule by Appointment	Shared Drive Clean Up	\$0*	KS Historical Society (KSHS) - Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.
On-going Self- Paced	State Library - LearningExpress Library	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	\$0*	State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	\$0*	Employee Assistance Program (KDHE) - Paul Roberts at: Paul.Roberts@ks.gov	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

February 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/7-2/9/22 8:30am - 4:30pm	Emotional Intelligence	\$350	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	This three-day course will focus on ways project managers can understand and use emotional intelligence in their personal lives and in the workplace. Students will be introduced to the basic concepts of emotional intelligence and will learn how to apply them to their project goals. Students will learn to evaluate themselves, their project teams, and their stakeholders. Students will be able to utilize the concepts in order to lead a high-functioning team to project success.
2/23/22 8:30am - 12:00	Generational Differences in the Workplace	\$0	Kansas Department of Revenue George Waters George.Waters@ks.gov	Online	All Employees	Determine how to adapt your communication and leadership styles to deal more effectively with members of each generation to promote a positive multigenerational workplace.
2/24/22 8:30am - 11:30am	Dealing with Difficult People	\$0	Kansas Department of Revenue George Waters George.Waters@ks.gov	Online	All Employees	Develop strategies that will help you improve your chances of successfully dealing with difficult people.
2/28 - 3/1/22 8:30am - 4:30pm	Agile Project Management	\$245	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	Agile Project Management officially began in 2001 and has become a popular project management approach. This two-day course will examine the focus of energizing, empowering, and enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value and process to actively involve the customer in delivering features and functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to changing project environment while focusing on delivering high customer value in every project.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

March 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
PMM I 3/14/22 - 3/18/22	Project Management Methodology	\$1,655	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination. This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association and administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise and knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information and will support certifications which are globally recognized.
PMM II 3/28/22 - 4/1/22						
PMM III 4/11/22 - 4/15/22						
All classes: 8:30am - 4:30pm						

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

April 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
4/6/22 1:00pm - 2:30pm	AMP Training	\$0	Cole Robison kpat@ks.gov https://ebit.ks.gov/kpat/tool/training	Online	New AMP users or those needing a refresher	The webinar will cover the basics of the Accessibility Management Platform (AMP). This will include the setup of automated crawlers that test websites and PDF's for ADA, 508, and other accessibility violations. It will also cover understanding the report findings so that users know how to find examples of good code and how to correctly prioritize violations.

PMM I 3/14/22 - 3/18/22	Project Management Methodology	\$1,655	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination. This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association and administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise and knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information and will support certifications which are globally recognized.
PMM II 3/28/22 - 4/1/22						
PMM III 4/11/22 - 4/15/22						
All classes: 8:30am - 4:30pm						

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

May 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/4/22 1:00pm - 3:00pm	Kansas Project Management Methodology Executive Overview	\$0	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. This course is designed to provide an understanding of project concepts, roles and responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during, planning, execution, and close-out.
5/12/22 8:30am - 4:30pm	Project Communication Management	\$140	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	This one-day course will focus on ways to use project communication and communication theories to influence other within and outside of the project team. Participants will learn how to focus on framing the data and information in a correct manner. Participants will also learn the proper usage of words and language for influencing project stakeholders. This course will follow one or more of Project Management Institute's knowledge areas of <i>PMBOK Guide</i> .

5/13/22 8:30am - 4:30pm	Project Scope Management	\$140	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	In this one-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course will also include project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more Project Management Institute's knowledge areas of the
----------------------------	--------------------------	-------	--	--------	------------------	--

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

June 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
-----------	--------------	-----	----------------------	----------	-----------------	---------------------

July 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/22/2022 8:30am - 4:30pm	Proactive Communication and Interview Skills for Gathering Business Requirements	\$ 140	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	In this one-day course, participants will focus on successful ways to control project scope Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course will also include project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more Project Management Institute's knowledge areas of the PMBOK® Guide.

August 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/22/2022 8:30am - 4:30pm	Role & Responsibility of a Business Analyst in an Agile Methodology	\$ 140	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	Agile Project Management officially began in 2001 and has become a popular project management approach. This course will focus on how to interact with the customer in an agile framework to show value. The Business Analyst must use specific skills to actively involve the customer in delivering features and functionality throughout each iteration of the project. This presentation will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project.

8/23 - 8/25/2022 8:30am - 4:30pm	Scrum Project Management	\$350	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members, and each aspect of running projects using Scrum Methodologies. Students will learn how to shift the roles from a traditional project manager to ScrumMaster. The course will include situations to challenge participants with what Scrum is and is not.
---	-----------------------------	-------	--	--------	---------------------	--

September 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/7/2022 1:00pm - 3:00pm	Kansas Project Management Methodology Executive Overview	\$0	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. This course is designed to provide an understanding of project concepts, roles and responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during, planning, execution, and close-out.
PMM I 9/19/22 - 9/23/22 PMM II 10/3/22 - 10/7/22 PMM III 10/17/22 - 10/21/22 All classes: 8:30am - 4:30pm	Project Management Methodology	\$1,655	Office of Information Technology Celena Ramirez celena.m.ramirez@ks.gov https://ebit.ks.gov/kito/training	Online	Project Managers	For certification as a State of Kansas IT Project Manager, the participant must complete PMM I, II, and III and successfully pass a final examination. This intensive course focuses on ways participants can run projects faster and more effectively. Participants will learn how to successfully create, monitor and guide the project's scope and critical path. Participants will diagnose and prevent problems such as scope creep, time slippage, and team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association and administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise and knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information and will support certifications which are globally recognized.

October 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
-----------	--------------	-----	----------------------	----------	-----------------	---------------------

10/12/2022 1:00pm - 2:30pm	AMP Training	\$0	Cole Robison kpat@ks.gov https://ebit.ks.gov/kpat/tool/training	Location to be determined	Project Managers	The webinar will cover the basics of the Accessibility Management Platform (AMP). This will include the setup fo automated crawlers that test websites and PDF's for ADA, 508, and other accessibility violations. It will also cover understanding the report findings so that users know how to find examples of good code and how to correctly prioritize violations.
--------------------------------------	--------------	-----	--	------------------------------	---------------------	--

November 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
-----------	--------------	-----	----------------------	----------	-----------------	---------------------

December 2022 Course Information

***Please note training courses are subject to change due to COVID-19.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
-----------	--------------	-----	----------------------	----------	-----------------	---------------------